IV-IC Index Code Table

The Index Code Table (IC Table) contains the classification detail that identifies the internal organization structure of an agency. For each Organization and Index Code combination, the IC Table contains up to five levels of internal organizational classification that can be retrieved and recorded in an accounting transaction during system processing. Further, the IC Table may also be used to reference the statewide organizational hierarchy.

STRUCTURE

The format of the IC Table is divided into two parts: a control key and informational elements. The IC Table control key identifies each Index Code record. The control key consists of an Organization Code, Funding Fiscal Year and Index Code. The Organization Code identifies the agency. The Index Code itself is a four-digit (alpha-numeric)code assigned at the lowest level of organizational detail. CALSTARS accesses the IC Table to retrieve the expanded internal organization classification data. (See Volume 1, Chapter IV, CALSTARS Classification Structure for more information on how Index Codes are assigned.)

The informational elements segment contains the expanded organizational classification elements. This includes the internal agency hierarchy (Section, Sub-Section, Unit, Sub-Unit, and Sub-Sub-Unit) as well as the statewide organizational levels (Level A, Level B, Level 1, Level 2, and Level 3). Additionally, a Location and Project Code may be referenced.

In addition to these classification elements, the IC Table contains indicators that control the level of detail used for posting accounting transactions. The coding requirements for all of the informational elements are defined in Exhibit IV-IC-1.

RELATIONSHIP TO OTHER TABLES

During IC Table maintenance, the Descriptor Tables validate the elements of the organizational structure, and the Location and Project Codes. Section, Sub-section, Unit, Sub-unit and Sub-sub-unit must be defined in Descriptor Tables 02-06, respectively, prior to making an entry in the IC Table. Descriptor Table transactions may be entered concurrently (same day), but any error in a Descriptor Table will also cause an error in the IC Table entry that references it.

INPUT CODING

Input coding instructions are contained in Exhibit IV-IC-1. The coding form (Exhibit IV-IC-2) is in the same format as the IC Table maintenance screen.

CREATION AND MAINTENANCE

The IC Table entries are made directly from the CALSTARS Index Code Table Maintenance Form (CALSTARS 6). Functions **A**=ADD, **C**=CHNG, **D**=DEL, **G**=GEN, **P**=PRT, **S**=PRT FFY, **X**=DEL FFY, **F5**=VIEW MASTER, **F6**=RECALL MAINT and **F10**=DEL MAINT may be used. Descriptions of these functions may be found in the *Table Maintenance Functions* section of Chapter IV. To **blank** any data fields (using the **Change** function), the field must be filled with "$" signs; e.g., for LEVEL 3, use **$$$$**.

All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

SPECIAL CONSIDERATIONS

There are no special considerations when performing maintenance to the IC Table. Refer to the *Table Maintenance Functions* section of Chapter IV for maintenance considerations that affect the IC Table.

EDIT RULES

All error codes and messages that apply to table maintenance transactions are defined in Volume 4 of the CALSTARS Procedures Manual.

OUTPUTS

The IC-Table maintenance program has four outputs:

Maintenance Activity Report (CSB920-1), shown in Exhibit IV-IC-3, shows each transaction entered via the on-line screen and a message for each transaction violating an edit rule;

Maintenance Activity Report (CSB920-3) shows records deleted when Function **X** is entered,

Maintenance Activity Report (CSB920-4) shows each transaction processed from external input files and a message for each transaction violating an edit rule; and

Table Listing Report (CSB920-2), shown in Exhibit IV-IC-4, is produced when Function **P** or **S** is entered. If Function **S** and a Funding Fiscal Year are entered, the listing will be limited to that fiscal year. Up to five fiscal year requests can be made during each table update processing cycle. If **P** is entered, the listing will contain all fiscal years in the table.

CONTROL

Edit rules, as described, validate the data elements entered in the IC Table; however, the Maintenance Activity Reports should be proofread to ensure that all changes and additions were made as intended. Careful control of deletions is mandatory since there is no automatic editing to ensure that valid codes are not deleted accidentally. Furthermore, all Maintenance Activity Reports should be filed as well as the Table Maintenance Control Log.

EXHIBIT IV-IC-1
INDEX CODE TABLE INPUT CODING INSTRUCTIONS

Data Element	Length	Contents
Control Key:		
ORG CODE	4	The **Organization Code** is automatically displayed based on the signon used. It cannot be altered.
FFY	2	**Enter the Funding Fiscal Year** that identifies the year to which this record pertains.
INDEX	4	**Enter the Index Code**. This code may be alpha-numeric. Special symbols and code **0000** are not allowed.
Informational Elements:		
SECTION	2	**Enter the Section code (D02 Descriptor Table)** or leave blank if Section is not used. This code is numeric.
SUB-SECTION	2	**Enter the Sub-Section code (D03 Descriptor Table),** or leave blank if Sub-Sections are not used. This code is numeric.
UNIT	2	**Enter the Unit code (D04 Descriptor Table),** or leave blank if Units are not used. This code is numeric.
SUB-UNIT	2	**Enter the Sub-Unit code (D05 Descriptor Table),** or leave blank if Sub-Units are not used. This code is numeric.
SUB-SUB-UNIT	2	**Enter the Sub-Sub-Unit code (D06 Descriptor Table),** or leave blank if Sub-Sub-Units are not used. This code is numeric.
LOCATION	6	**Enter the Location code defined in the D35 Descriptor Table,** or leave blank. This code is numeric.
PROJECT	6	**Enter the Project Number defined in the D42 Descriptor Table,** or leave blank. This code may be alpha-numeric. Special symbols are not allowed.
WORK PHASE	2	**Enter the Work Phase defined in the Project Control Table,** or leave blank if Project is blank. This code is numeric.
ALLOTMENT ORG LEVEL IND	1	**Enter the organizational and fund level code** that identifies the level to record and control allotments in the A-series Allotment Reports: **0** - No allotment by Organization **1** - Control at Section level **2** - Control at Sub-Section level **3** - Control at Unit level **4** - Control at Sub-Unit level **5** - Control at Sub-Sub-Unit level **6** - Control at Index Code level **A** - Control at Fund Level only (at org code key level) **B** - Control at Section and Fund level **C** - Control at the Sub-Section and Fund level **D** - Control at the Unit and Fund level **E** - Control at the Sub-Unit and Fund level **F** - Control at the Sub-Sub-Unit and Fund level **G** - Control at the Index Code and Fund level

Data Element	Length	Contents
G/L ORG LEVEL IND	1	**Enter the general ledger posting level code** to be maintained. **0** - Maintain the general ledger at the Organization level **1** - Maintain the general ledger at the Section level (Requires IC on all financial transactions).
ACTIVE/INACTIVE IND	1	**Enter the code** to specify whether the Index Code is active or inactive: **0** - Active - transactions referencing this IC Table record will post after passing the normal edits. **1** - Inactive - transactions referencing this IC Table record will not post unless the Modifier = **I** (eye) in the transaction (to override an inactive table).
Agency Hierarchy:		The following data elements are only entered if they override the Organization Control Table. If entered, at least Levels A, B and 1 must be entered. Classification information is from the *Uniform Codes Manual*:
		Enter the organization hierarchy (for override only):
LEVEL A	4	Statewide Agency code.
LEVEL B	4	Statewide Sub-Agency code.
LEVEL 1	4	Statewide Department code.
LEVEL 2	4	Statewide Division code, or leave blank if appropriate.
LEVEL 3	4	Statewide Bureau code, or leave blank if appropriate.
TITLE	40	**Enter the Index Code Title.**

EXHIBIT IV-IC-2

CALSTARS 6
(Rev. 11/96)

STATE OF CALIFORNIA
CALSTARS INDEX CODE TABLE MAINTENANCE

PREPARED BY: _____ DATE: _____ ENTERED BY: _____ DATE: _____

FUNCTION: ☐ (A=ADD, C=CHANGE, D=DELETE, G=GENERATE, P=PRINT, S=PRINT FFY, X=DELETE FFY)

ORG CODE: ☐☐☐☐   FFY: ☐   INDEX: ☐☐☐☐

SECTION: ☐   SUB SECTION ☐   UNIT: ☐

SUB UNIT: ☐   SUB SUB UNIT: ☐   LOCATION: ☐☐☐☐☐

PROJECT: ☐☐☐☐☐☐   WORK PHASE: ☐

ALLOTMENT ORG LEVEL IND: ☐   G/L ORG LEVEL IND: ☐   ACTIVE/INACTIVE IND: ☐

AGENCY HIERARCHY: LEVEL A: ☐☐☐

LEVEL B: ☐☐☐

LEVEL 1: ☐☐☐

LEVEL 2: ☐☐☐

LEVEL 3: ☐☐☐

TITLE: ☐☐

EXHIBIT IV-IC-3

```
CSB920-1 ***************************        DEPARTMENT OF AIR QUALITY          *************************** ORG NUMBER:    9990
                   CALSTARS     I C - T A B L E   M A I N T E N A N C E     REPORT                         ORG PAGE:          1
09/10/2000 (17:58) ********************************************************************************************* RUN PAGE:          1


                                        A C T I V I T Y   R E P O R T
------------------------------------------------------------------------------------------------------------------------------
   FUNC ORG       INDEX                                         SUB     SUB  S-S            PROJ  WORK    AL-ORG  GL-ORG  ACT
   CODE CODE  FY  CODE                 TITLE               SEC  SEC  UNT  UNT  UNT  LOC      NO   PHASE    IND     IND    INA
                                                      LVL-A LVL-B LVL-1 LVL-2 LVL-3                   ERROR CODE AND MESSAGES
------------------------------------------------------------------------------------------------------------------------------
    X  XXXX  XX  XXXX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX XX   XX   XX   XX   XX  XXXXXX  XXXXXX XX      X       X      X
                                                      XXXX  XXXX  XXXX  XXXX  XXXX                   XXX-XXXXXXXXXXXXXXXXXXXX

    C  9990  00  8030  PROGRAM SUPPORT-RATE REGULATION        51   50   33   01                                0       0      0
                                                      0010  0740  9990                               I18-INVALID SUB-UNIT
    C  9990  00  8040  PROGRAM SUPPORT-REGULATORY             51   50   34   01                                0       0      0
                                                      0010  0740  9990                               I18-INVALID SUB-UNIT
    C  9990  00  8050  PROGRAM SUPPORT-LICENSING/COMPLIANCE    51   50   35   00                                0       0      0
                                                      0010  0740  9990
    C  9990  00  8070  PROGRAM SUPPORT-SPECIAL PROGRAMS        51   50   37   00                                0       0      0
                                                      0010  0740  9990
```

EXHIBIT IV-IC-4

```
CSB920-2 **************************      DEPARTMENT OF AIR QUALITY      ************************** ORG NUMBER:   9990
                         CALSTARS    I C - T A B L E   M A I N T E N A N C E    REPORT                    ORG PAGE:        1
09/10/2000 (17:58) *********************************************************************************** RUN PAGE:        1


                                      I C - T A B L E   L I S T I N G
------------------------------------------------------------------------------------------------------------------------
     ORG   INDEX                                           SUB      SUB  S-S        PROJ  WORK  AL-ORG  GL-ORG  ACT
     CODE  CODE  FY              TITLE               SEC   SEC  UNT  UNT  UNT  LOC    NO   PHASE  IND     IND    INA
                                                  LVL-A LVL-B LVL-1 LVL-2 LVL-3  LAST PROC DATE
------------------------------------------------------------------------------------------------------------------------
     XXXX  XXXX  XX  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  XX   XX   XX   XX   XX  XXXXXX XXXXXX XX     X       X       X
                                                  XXXX XXXX XXXX  XXXX XXXX         MM/DD/YY

     9990  XX01  00  YEAR-END INDEX SECTION 01           01                                             0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  XX02  00  YEAR-END INDEX SECTION 02           02                                             0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  0121  00  RECEIPTS - ADMINISTRATION           01                                             0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  0128  00  SALES TAX - 702                     01                                             0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  0130  00  RECEIPTS - OIS                      01                                             0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  0210  00  RECEIPTS - DOI                      01                                             0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1010  00  EXECUTIVE                           10   10                                        0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1011  00  INTERNAL AUDITS                     10   11                                        0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1200  00  POLICY CHIEFS                       12                                             0       0       1
                                                  1000 1020 9990                   10/28/00
     9990  1220  00  SECURITY & INVESTIGATIVE SERVICES   12   20                                        0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1230  00  HOME FURNISHINGS & THERMAL INSULATION 12 30                                        0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1240  00  ELECTRONIC & APPLICANCE REPAIR      12   40                                        0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1260  00  CEMETERY/FUNERAL                    12   60                                        0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1265  00  ARBITRATION REVIEW PROGRAM          12   65                                        0       0       0
                                                  1000 1020 9990                   08/26/00
     9990  1310  00  RECEIPTS - BAR                      01                                             0       0       0
                                                  1000 1020 9990                   08/03/00
     9990  1312  00  RECEIPTS - ARP                      01                                             0       0       0
                                                  1000 1020 9990                   08/03/00
```